



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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May 18, 2004

In Reply Refer To:
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EMS TRANSMISSION: 5/18/04
Instruction Memorandum **No. CA-2004-034**
Expires: 9/30/05

To: All Employees

From: DSD, External Affairs

Subject: Obtaining Printing and Duplicating Services

1. A reminder to employees that “**All**” printing services (printing, photocopying, binding, and collating) must be obtained through an **established** Government Printing Office (GPO) contract. GPO grants waivers if they are obtained with a documented phone call with SO External Affairs. In-house copy machines may be used for simple copy jobs (300 copied pages or less). The State Office has a local GPO photocopy contract which must be used for the larger jobs. This contract includes many services and, in most cases, can deliver in 24 hours.

2. Questions and answers about procuring printing services using your government purchase card:

Can I use my Government charge card to pay for printing/duplicating from a vendor?

You may not use your Government Purchase Card to purchase printing or duplicating directly from a vendor. This guidance has been part of the purchase card program since its introduction several years ago. It is also a part of every purchase card training class and handout.

Am I authorized to procure printing?

Under no circumstances should you contract with a private printer. All printing must be placed by the State Printing Specialist to ensure conformance with DOI policy.

3. Additional information can be found at:
<http://web.ca.blm.gov/exaffairs/printing/index.html>

4. In a recent court case involving BLM employees, the court ruled that employees did not follow printing procurement guidelines and were required to pay for the printing services (attachment 1).

5. For further Information, please contact AJ Ajitsingh at (916) 978-4623.

Signed by:

Tony Staed

DSD, External Affairs

Authenticated by:

Richard A. Erickson

Records Management

Attachment

- (1) Court Decision
- (2) Contact List